

Executive Order

8-1817

2-1058

21 APR 1956

MEMORANDUM FOR: CHIEFS, SENIOR STAFFS AND AREA DIVISIONS

SUBJECT : Briefing Sheets for Operational Programs

1. Previous instructions on the preparation of Operational Programs required those Staffs and Divisions submitting Programs to send forward at the same time Briefing Sheets in six copies for use by the DDCI and the five voting members of the Project Review Committee.

2. After review of two programs the voting members of the PRC have determined that the three non-voting members also need Briefing Sheets in order to advise the Committee at Program hearings. These three members are the Chief, PP Staff, DD/P; the General Counsel; and the Comptroller.

3. It is requested that each Staff and Division whose Program has not yet been reviewed by the PRC provide the Chief, PPC with a total of nine (9) copies of the Briefing Sheets for use by the Committee members. All copies will be returned to the DD/P after approval of the Program by the Director.

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Chief of Operations, DD/P

PPC/CWP/PC:chs (19 April 1956)  
Retyped 20 April 1956

Distribution:

- 1 - ea. Senior Staff and Area Division
- 1 - Chairman, PRC
- 1 - General Counsel
- 1 - Comptroller
- 1 - PPC Files
- 2 - DD/P
- 1 - PPC/CWP/PC
- 1 - RI

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